

LAUREL OAK AT LIVE OAK PRESERVE
HOMEOWNERS ASSOCIATION ORGANIZATION MEETING
21 July 2012
MINUTES

- 1) Call to Order: 4:42 PM
- 2) Roll Call: All Board members present
Non-Board Members present: Marcus Valere, Linda Rebmann and Jeremy Kennebeck
- 3) Approval of Minutes – July 12, 2012 Annual Meeting / Elections: **APPROVED** pending 3 changes. Changes to be made and distributed to Board for final submission to official records.
- 4) Review of Officer Duty assignments / Roles: Officer Duties reviewed:
 - **MOTION** to ratify assignments; **APPROVED** by all (5-0) for assignments as indicated below:
 - Janel Kennebeck – President
 - James Lovelace – Vice President
 - Susanne Digilio – Treasurer
 - Vince Cruz – Secretary
 - Jason Rebmann – Board Member
- 5) Motion - Reflect names of new Board Members in Sunbiz:
 - **MOTION** to instruct attorney to add new Board members to Sunbiz (official Corporate registration site). **APPROVED** 5-0.
- 6) Turnover of Board Documents: Previous Board did not turn over any documents at the Organization Meeting:
Official Records to be turned over include but are not limited to:
 - Proxies removed from Annual Meeting / Election
 - Banking Accounts
 - Signature cards
 - Bank Statements
 - Credit Card/Debit Card
 - ✓ Taxes: Susanne reported previous BOD President provided her copies of tax documents for past three years (2009, 2010, and 2011). Susanne had delivered them to an accountant to be filed. We are now awaiting receipt confirmation from account soon. Discussion ensued over manner of document transfer.
 - **MOTION** to have a 3rd party conduct handover and inventory of all documents from old Board to new Board. Suzanne (Treasurer) nominated as representative. **APPROVED** 5-0.
 - Insurance Coverage and payments
 - Checkbook / Cancelled Checks
 - Unpaid bills
 - Delinquencies / Collections
 - HOA related files
 - Electronic and paper records of HOA meeting business to include past Minutes
 - Corporate Seal
 - HOA Laptop
 - Note: Jason volunteered to re-approach the Prior Board President and offer turnover options.
- 7) Motion Bank Signatories, designate lead and alternate: Two signatories are normally appointed Association check endorsement.
 - **MOTION** for Suzanne (Treasurer) as Primary; Vince as Secondary. **APPROVED** 5-0.

- The account number is needed so the signature records on file at the bank can be accessed. As soon as the account number is acquired from the prior Board, Susanne and Vince will go to the bank, delete prior signatories, and add their names as primary/alternate.

8) Attorney Liaison and alternate: To maintain an organized and cost effective means for Attorney consultation to Board.

- **MOTION** for Janel (President) as Primary; Jason as Alternate. Requiring coordination and agreement of Board prior to consultation. **APPROVED** 5-0. [Comment by Jamie: I believe coordination should only occur between Primary and Alternate for time critical issues w/ notification to remaining Board members]

9) Legal bills to date: Not disclosed by Attorney at this time. Janel will follow-up with attorney to receive estimate of current charges to date.

10) Service Contracts review, designate lead and alternate:

- **MOTION** to obtain minimum of three Landscape bids with Jamie as Lead and after a “Scope of Work” statement provided by Janel. **APPROVED** 5-0.
 - ❖ Note: Jason made suggestion to attempt future service projects include local businesses if at all possible as part of motion.
 - ❖ Note: Board members agreed to include quotes from Big Yellow (Master HOA’s Landscaper), LMP (Landscape Maintenance Professionals – CDD conservation groundskeepers), and Rose’s Landscaping (current Laurel Oak Landscaper).

11) Records audit / Management Company:

- **MOTION** to approach “Vanguard Management Company” to conduct audit. **APPROVED** 5-0.
 - ❖ Note: Entire Board agreed an audit of the Association finances is necessary before future expenditures are committed. Previous Board selected Vanguard as the primary vendor to be the Management and Accounting firm based on cost of bidding by three companies. Board also decided to postpone commitment to a Management Co. until Association financial health is determined

12) Newsletter / Notification to Homeowners: Janel drafted and distributed a proposed Laurel Oak Letter for the purpose of notifying Association members of the new Board and its goals. This letter is to be reviewed by the BOD with comments, changes, and approval done via email. This will also include notification to members to make all future payments to the Association either directly to the bank address or to an established PO Box and not directly to any Board members personal residence.

- **MOTION** to establish a PO Box for Board as a neutral site for all official Association billing and remittances. Jason volunteered as Lead. **APPROVED** 5-0.

13) Discuss options: re-election, additional Board Members, Transfer of Management:

DISCUSSION:

- Election procedures are needed to be clearly spelled out and within limits of the Bylaws
- A new election, based on recommendation from Attorney, to be accomplished in a “reasonable” time. Attempt to be made approximately 6 months from now pending financial prerequisites and legal requirements of Bylaws
- Only after a full and accurate financial audit is completed and resolved
- No major long-term financial commitments are enacted
- Board will make timely and episodic notifications to all Association members of Board’s intentions with regard to (WRT) the next election timeline and status.
 - ❖ Note: The 6 month estimate will fall in mid January 2012, which may impact the Boards abilities to accomplish all election prerequisites during the Holiday season, but every attempt will be made to accomplish this.

14) Set next meeting date: Board agreed a meeting is needed NLT two weeks from today to confirm the actions are completed that need immediate attention to continue the functions of the Board. Tentative date to be finalized between: 1) Fri, August 3, PM; 2) Sat, August 4, AM; or Mon, Aug 6, PM.

15) Adjourn meeting: 6:00 PM